

# SHARP-SHOOTER

**TAKING AIM TO BETTER SERVE THE CUSTOMER**

*Volume 7, Issue 1*

*February, 2002*

## An Update On The SHARP Upgrade

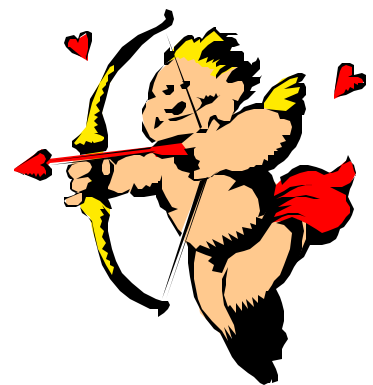
Teams of functional experts in the Division of Accounts and Reports (A & R) and the Division of Personnel Services (DPS) have been reviewing new functionality in delivered PeopleSoft version 8.0 for the past several months. They are now focusing their review on detailed comparisons of existing functionality in the current SHARP database against what is delivered in PeopleSoft version 8.0. Several test payrolls will be run and results

documented for a late April report to the Management Steering Committee. Teams have also been developing a Kansas approach to PeopleSoft special features such as Workflow, Employee Self Service and a Portal sign on.

The technical team has been involved with reviewing security, reporting, and developing a technical architecture for this 100% Internet version of SHARP.

The next phase of the upgrade project will consist

of customizing selected pages and processes for the State of Kansas and conducting a system test as well as volume or performance tests. The functional teams will be developing new computer based training materials. The expected go-live date with the new SHARP system is by end of 2<sup>nd</sup> quarter of 2003. ♥



## W-2 Wage and Tax Statements Issued

The calendar year 2001 W-2 Wage and Tax Statements were mailed on January 7, 2002, to state employees. Employees who were paid wages during calendar year 2001 by the State of Kansas should have re-

ceived their W-2 form by now. If you have not yet received your W-2, contact your agency's payroll or personnel office, as appropriate, to request a duplicate W-2. If you have received your W-2 but think the information

is incorrect, contact your agency's payroll or personnel office to verify the W-2 information. ♥

### ***Inside This Issue:***

- **Online Employment Summary**
- **Total Compensation Statement**
- **United Way Deduction Changes**

## Employment Summary is Now Available Online

In an on-going effort to provide enhanced services to agencies and our constituents, the Division of Personnel Services (DPS) is pleased to announce a new online version of the Employment Summary form. The online form is now available at <http://da.state.ks.us/aksess/>. Applicants can save and submit these forms to your agency 24 hours a day/7 days a week in response to vacancies you post in the Statewide Human Resource and Payroll System (SHARP) for display on the weekly Notice of Vacancies reports. Several agencies have al-

ready tested and currently utilize this online process.

DPS has strict security measures in place that allow applicants to transmit the Employment Summary directly to your agency via e-mail. If you are interested in receiving online employment summaries, the following items are necessary:

1. A generic (recruiting) agency e-mail address that is not tied to a specific individual.
2. The e-mail address can accept attachments.

3. A meeting with DPS and your recruiters to explain how the online application works and the language needed on the Notice of Vacancy reports.

Contact Liz Wong at (785) 296-6895 or [elizabeth.wong@state.ks.us](mailto:elizabeth.wong@state.ks.us) if your agency is interested in allowing applicants to e-mail the form to your agency. ♥

## Total Compensation Statement SHARP Report

In mid-February, annual 2001 Total Compensation Statements will be available on the AKSESS web site at <http://da.state.ks.us/aksess/> for all active benefits eligible employees excluding employees at Regents Institutions. (Regents Institutions will provide statements to their employees) Statements will not be mailed.

Agencies may also use SHARP reporting capabilities to print a Total Compensation Statement for individual employees. The report displays both the employee's direct and indirect compensation. The report is located under "Report" in the Administer Workforce panel and must be printed using a laser printer. Before processing the report, ensure that the

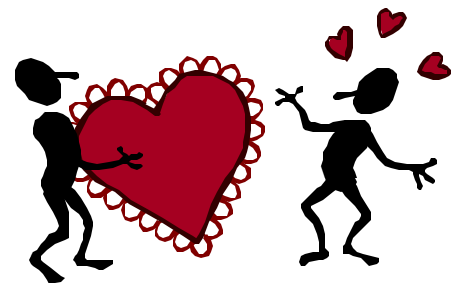
employee was:

- ? Active in the SHARP system on February 11, 2002, and
- ? Employed all or part of Calendar Year 2001.

If you print a report for an employee, please also give the employee a copy of the Total Compensation Statement Information Form. It lists examples of the types of pay and employer contributions that may be included in the employee's statement and is posted at <http://da.state.ks.us/sharp/documents/total02.pdf>.

The Division of Personnel Services and the Division of Information Systems and Communications used SHARP data to create the

statements. If you have questions please contact Connie Guerrero at (785) 296-0754, e-mail [connie.guerrero@state.ks.us](mailto:connie.guerrero@state.ks.us) or Patti Pearce at (785) 296-7232, e-mail [patti.pearce@state.ks.us](mailto:patti.pearce@state.ks.us). ♥



## United Way Deduction Changes

Previously, if an employee wanted to increase, decrease, or cancel an existing United Way deduction, the employee would complete a United Way Cancellation and/or Change form. The completed form would then be forwarded to the appropriate agency staff for entry into SHARP. Because of the low volume of such changes, the United Way Cancellation and/or Change form is being discontinued. Employees should now submit United Way deduction changes using the SHARP Employee Data Sheet.

To change the United Way deduction amount, an employee will need to complete the United Way deduction information, which is located in the Additional Deductions Section in Part B – Earnings and Deduction Data of the Employee Data Sheet. To change the deduction amount, mark Change as the Action, enter the appropriate Deduction Code, enter the Effective Date of the change, and enter the new amount to be deducted each pay period in the Flat/ADDL Amount field. To cancel the de-

duction, mark Change as the Action, enter the appropriate Deduction Code, enter the Effective Date of the change, and enter the Deduction End Date.

The employee should submit the completed Employee Data Sheet to the appropriate agency staff for entry into SHARP. A copy of the Employee Data Sheet should be retained in the agency's files. Paper-user agencies will submit the completed Employee Data Sheet to the Division of Personnel Services for entry into SHARP.

A hard-copy or electronic versions of the Employee Data Sheet may be obtained from the SHARP web page located at:

<http://da.state.ks.us/sharp/documents>.

Questions regarding United Way deductions may be directed to Janice Wolfley at (785) 296-3699. ♥



### SHARP-SHOOTER

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***Happy Valentine's Day!!!***